

## Common address component abbreviations

### Postal Delivery Type

Often Postal Delivery Types are represented incorrectly making it difficult to match the address. Make sure the correct abbreviation is used from the list of standard abbreviations below.

POSTAL DELIVERY TYPE	ABBREVIATION
CARE OF POST OFFICE	CARE PO
COMMUNITY MAIL AGENT	CMA
COMMUNITY MAIL BAG	CMB
GENERAL POST OFFICE BOX	GPO BOX
LOCKED MAIL BAG SERVICE	LOCKED BAG
MAIL SERVICE	MS
POST OFFICE BOX	PO BOX
POSTE RESTANTE	CARE PO
PRIVATE MAIL BAG SERVICE	PRIVATE BAG
ROADSIDE DELIVERY	RSD
ROADSIDE MAIL BAG	RMB
ROADSIDE MAIL BOX	RMB
ROADSIDE MAIL SERVICE	RMS
COMMUNITY POSTAL AGENT	CPA

**Barcoding.  
A way of life.**



**Hints and tips to get  
a higher address match rate.**



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## Common address component abbreviations

Australia Post is continuing its efforts in assisting customers to maximise the barcoded proportion of their mail lodgements. By barcoding more, you'll reduce costs and wastage and improve your data accuracy.

To get the best possible address-matching rate it is important that you are aware of and follow the Australia Post address presentation guidelines. This booklet is a short summary of hints and tips that will assist you to maximise your barcode match rate.

Australia Post Address Presentation Standards Booklet should be used as a guide for correct addressing techniques and can be downloaded at [www.auspost.com.au/barcode](http://www.auspost.com.au/barcode)

STREET TYPE	ABBREVIATION
STREET	ST
STRIP	STRP
SUBWAY	SBWY
TERRACE	TCE
THOROUGHFARE	THOR
TOLLWAY	TLWY
TOWERS	TWRS
TRACK	TRK
TRAIL	TRL
TRAILER	TRLR
TRIANGLE	TRI
TRUNKWAY	TKWY
TURN	TURN
UNDERPASS	UPAS
UPPER	UP
VALE	VALE
VIADUCT	VDCT
VILLAS	VLLS
VISTA	VSTA
WALK	WALK
WALKWAY	WKWY
WAY	WAY
WEST	W
WHARF	WHRF
WYND	WYND
YARD	YARD



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TRUNKWAY	TKWY
TURN	TURN
UNDERPASS	UPAS
UPPER	UP
VALE	VALE
VIADUCT	VDCT
VILLAS	VLLS
VISTA	VSTA
WALK	WALK
WALKWAY	WKWY
WAY	WAY
WEST	W
WHARF	WHRF
WYND	WYND
YARD	YARD





## Common address component abbreviations

STREET TYPE	ABBREVIATION
REACH	RCH
RESERVE	RES
RETREAT	RTT
RIDGE	RDGE
RIDGEWAY	RGWY
RIGHT OF WAY	ROWY
RIVER	RVR
RIVERWAY	RWVY
RIVIERA	RVRA
ROAD	RD
ROADS	RDS
ROADSIDE	RDSD
ROADWAY	RDWY
RONDE	RNDE
ROSEBOWL	RSBL
ROTARY	RTY
ROUND	RND
ROUTE	RTE
RUN	RUN
SERVICE WAY	SWY
SIDING	SDNG
SLOPE	SLPE
SOUND	SND
SOUTH	S
SOUTH EAST	SE
SOUTH WEST	SW
SQUARE	SQ
STATE HIGHWAY	SHWY
STRAND	STRA



## Creating and managing your address database

Consult the AMAS Handbook, which outlines all the address components and their recommended field length, according to Australian Standards for Exchange of Client Information. The AMAS Handbook can be downloaded at [www.auspost.com.au/barcode/library](http://www.auspost.com.au/barcode/library)

### Tip: Allocate separate fields for each address element

Pre-formatting where specific address elements are allocated to their respective fields, rather than storing all address data in one field, will further enhance the matching process and mean higher match rates.

In general, the logical order for Australian addresses is:

Name of organisation, Sub-unit and/or Level, Street Number, Street Name, Street Type or Postal Delivery Type, Postal Delivery Number (usually Address Lines 1 and 2) followed by Locality/Suburb, State and Postcode.

Consider adding an eight-digit field to accommodate the Delivery Point Identifier (DPID). A DPID should be regarded as another common address element, like a Postcode.

Determining how you format your data will depend upon how it is being collected or received and how it is going to be used or processed. Having separate fields for an individual address element is more likely to result in higher input accuracy and quality than if input as one single address line.



## Common address component abbreviations

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REACH	RCH
RESERVE	RES
RETREAT	RTT
RIDGE	RDGE
RIDGEWAY	RGWY
RIGHT OF WAY	ROWY
RIVER	RVR
RIVERWAY	RWVY
RIVIERA	RVRA
ROAD	RD
ROADS	RDS
ROADSIDE	RDSD
ROADWAY	RDWY
RONDE	RNDE
ROSEBOWL	RSBL
ROTARY	RTY
ROUND	RND
ROUTE	RTE
RUN	RUN
SERVICE WAY	SWY
SIDING	SDNG
SLOPE	SLPE
SOUND	SND
SOUTH	S
SOUTH EAST	SE
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STATE HIGHWAY	SHWY
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## Creating and managing your address database

### Tip: Verify addresses at point of data capture

You should consider what you might need to do over the longer-term to introduce continuous improvement in your address data integrity. The best way to achieve this is to implement address management software at the point of data capture. This software will allow you to verify addresses before accepting them into your system, as well as controlling standardisation and formatting.

If address data is validated at the point of collection (keyed entry or upload from another database, file or system), then most addresses are likely to be assigned a DPID and meet Australia Post requirements.

Educate customer support staff to ask for full addresses including numbers, or, better still, implement an address look up in the application that updates customer addresses.



## Common address component abbreviations

STREET TYPE	ABBREVIATION
LOWER	LR
MEWS	MEWS
MOTORWAY	MWY
MOUNT	MT
NOOK	NOOK
NORTH	N
NORTH EAST	NE
NORTH WEST	NW
OUTLOOK	OTLK
PARADE	PDE
PARK	PARK
PARKLANDS	PKLD
PARKWAY	PKWY
PATHWAY	PHWY
PIAZZA	PIAZ
PLACE	PL
PLATEAU	PLAT
PLAZA	PLZA
POCKET	PKT
POINT	PNT
PORT	PORT
PROMENADE	PROM
QUAD	QUAD
QUADRANGLE	QDGL
QUADRANT	QDRT
QUAY	QY
QUAYS	QYS
RAMBLE	RMBL
RANGE	RNGE



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NORTH EAST	NE
NORTH WEST	NW
OUTLOOK	OTLK
PARADE	PDE
PARK	PARK
PARKLANDS	PKLD
PARKWAY	PKWY
PATHWAY	PHWY
PIAZZA	PIAZ
PLACE	PL
PLATEAU	PLAT
PLAZA	PLZA
POCKET	PKT
POINT	PNT
PORT	PORT
PROMENADE	PROM
QUAD	QUAD
QUADRANGLE	QDGL
QUADRANT	QDRT
QUAY	QY
QUAYS	QYS
RAMBLE	RMBL
RANGE	RNGE





## Common address component abbreviations

STREET TYPE	ABBREVIATION
FORMATION	FORM
FREEWAY	FWY
FRONT	FRNT
FRONTAGE	FRTG
GAP	GAP
GARDEN	GDN
GATE	GTE
GARDENS	GDNS
GLEN	GLEN
GRANGE	GRA
GREEN	GRN
GROUND	GRND
GULLY	GLY
GROVE	GR
HEIGHTS	HTS
HIGHROAD	HRD
HIGHWAY	HWY
HILL	HILL
INTERCHANGE	INTG
INTERSECTION	INTN
JUNCTION	JNC
KEY	KEY
LANDING	LDG
LANE	LANE
LANEWAY	LNWY
LINK	LINK
LITTLE	LT
LOOKOUT	LKT
LOOP	LOOP



## Creating and managing your address database

### What if all of your addresses are not matched in the first pass?

The AMAS rules work in your favour to protect addresses from unintended assignments. However, this also means that some addresses with simple errors may not be matched. Experience has shown that 20-60% of unmatched address data can be resolved by identifying and amending simple errors. Some AMAS suppliers have Batch and Rapid solutions that allow one-on-one look-up against the Postal Address File (PAF).

If you are using Batch software it is suggested that you first pass a 'random sample' of your data to ascertain what the major recurring errors are. It is then easier to identify modifications required for your larger runs to gain maximum match rates.

If you use a mailhouse, ask them to provide a list of unmatched addresses and explanations for non-matches. You will then need to check and amend these addresses to obtain a match for future mailings. It is also a good idea to find out which addresses were amended by the mailhouse, so that you can make the necessary changes to your source database.

### Tip: Keep a large sample address file

This would contain many different types of addresses. Run this file through your AMAS software each time you receive a new version of AMAS. Comparing differences in matches will help you to identify the impact of new address matching rule changes with each yearly software upgrade.



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STREET TYPE	ABBREVIATION
FORMATION	FORM
FREEWAY	FWY
FRONT	FRNT
FRONTAGE	FRTG
GAP	GAP
GARDEN	GDN
GATE	GTE
GARDENS	GDNS
GLEN	GLEN
GRANGE	GRA
GREEN	GRN
GROUND	GRND
GULLY	GLY
GROVE	GR
HEIGHTS	HTS
HIGHROAD	HRD
HIGHWAY	HWY
HILL	HILL
INTERCHANGE	INTG
INTERSECTION	INTN
JUNCTION	JNC
KEY	KEY
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## Undertaking analysis of unmatched addresses

### Missing address elements

Are all elements of the address present, including the Street Number? If not, include missing elements and/or contact your customer to clarify the address.

### Street spelling

Use a Rapid AMAS product to perform a PAF look-up or you can check the Street Directory to confirm Street Name and Locality spellings.

### Final address line

The final Address Line should include Locality/Suburb, State and Postcode, and nothing else.

### Double State Codes

Remove any double State Codes; for example Sydney NSW NSW 2000. This can occur when systems are updated to include a State field, where one was not previously used. Or, it may occur where the State Code is automatically generated but it has been included in the Locality field as well.

### Incorrect or missing State abbreviation

In most cases it is possible to pre-process the target file by sorting on Postcode and applying the correct State abbreviation based on the first digit of the Postcode. For example, if the Postcode falls in the range 3000-3999 the State abbreviation will be VIC; 4000-4999 will be QLD, etc. Once the State abbreviation has been applied in this way, the file can then be processed using Batch software. Exceptions to this include ACT Postcodes and Postcodes located on State borders.



## Common address component abbreviations

STREET TYPE	ABBREVIATION
COURT	CT
COURTYARD	CTYD
COVE	COVE
CRESCENT	CRES
CREST	CRST
CROSS	CRSS
CROSSING	CRSG
CROSSROAD	CRD
CROSSWAY	COWY
CUL-DE-SAC	CDS
DEVIATION	DEVN
DIP	DIP
DISTRIBUTOR	DSTR
DRIVE	DR
DRIVEWAY	DRWY
EAST	E
EDGE	EDGE
ELBOW	ELB
END	END
ENTRANCE	ENT
ESPLANADE	ESP
ESTATE	EST
EXPRESSWAY	EXP
EXTENSION	EX
FAIRWAY	FAWY
FIRE TRACK	FTRK
FIRETRAIL	FIT
FLAT	FLAT
FORESHORE	FSHR



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COURTYARD	CTYD
COVE	COVE
CRESCENT	CRES
CREST	CRST
CROSS	CRSS
CROSSING	CRSG
CROSSROAD	CRD
CROSSWAY	COWY
CUL-DE-SAC	CDS
DEVIATION	DEVN
DIP	DIP
DISTRIBUTOR	DSTR
DRIVE	DR
DRIVEWAY	DRWY
EAST	E
EDGE	EDGE
ELBOW	ELB
END	END
ENTRANCE	ENT
ESPLANADE	ESP
ESTATE	EST
EXPRESSWAY	EXP
EXTENSION	EX
FAIRWAY	FAWY
FIRE TRACK	FTRK
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## Common address component abbreviations

### Street Type Suffix

Each Street Type Suffix is unique in its own right and none are interchangeable with any other Street Type Suffix. Most streets that have a Street Type Suffix will appear with another street of the same name without a Street Type Suffix or with a different one.

STREET TYPE	ABBREVIATION
ALLEY	ALLY
ALLEYWAY	ALWY
ARCADE	ARC
AVENUE	AVE
BASIN	BASN
BEACH	BCH
BEND	BEND
BLOCK	BLK
BOULEVARD	BVD
BRIDGE	BDGE
BROADWAY	BDWY
BYPASS	BYPA
BYWAY	BYWY
CAUSEWAY	CAUS
CENTRAL	CN
CENTRE	CTR
CENTREWAY	CNWY
CHASE	CH
CIRCLE	CIR
CIRCUIT	CCT
CLOSE	CL
CONCOURSE	CON
CORNER	CNR



## Undertaking analysis of unmatched addresses

### Postcode allocation

Check that the Locality and Postcode match against the Australia Post 'Postcode' file, which can be downloaded from [www.auspost.com.au/postcodes](http://www.auspost.com.au/postcodes), or use the Postcode book. Having an incorrect Locality, Postcode or misspelt Locality can prevent other amendments being made by the AMAS software to obtain a match.

Common Suburb errors affecting address matching
• Reversed directional e.g. NORTH BALWYN should be BALWYN NORTH.
• Superfluous directional e.g. LINDFIELD EAST should be LINDFIELD.
• Abbreviated element e.g. MT LAWLEY should be MOUNT LAWLEY.
• Vanity Suburb, particularly if not in the correct Postcode e.g. BALMORAL but Street is in SPIT JUNCTION; TOORAK but Street is in SOUTH YARRA.
• Multiple Postcodes for different delivery types e.g. SHEPPARTON 3630 for Street delivery; SHEPPARTON 3632 for PO BOX delivery; SHEPPARTON EAST 3631.

### Postal delivery type

Check that the postal delivery type is correct for the address. In most cases it is not permissible to change the Postal Delivery Type, though GPO Box and PO Box are interchangeable.

Common problems
• LOCKED BAG being confused with PRIVATE BAG.
• RMB being confused with RSD.
• 'PRIVATE BOX' is not a valid type. Is it PO BOX, LOCKED BAG or PRIVATE BAG?
• Road names should not appear when the address is a PO BOX, LOCKED BAG or PRIVATE BAG.
• Road names may appear as additional information for the address types RMB, RSD, MS and RMS, but must appear above the Address Lines.



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BOULEVARD	BVD
BRIDGE	BDGE
BROADWAY	BDWY
BYPASS	BYPA
BYWAY	BYWY
CAUSEWAY	CAUS
CENTRAL	CN
CENTRE	CTR
CENTREWAY	CNWY
CHASE	CH
CIRCLE	CIR
CIRCUIT	CCT
CLOSE	CL
CONCOURSE	CON
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• Road names may appear as additional information for the address types RMB, RSD, MS and RMS, but must appear above the Address Lines.





## Undertaking analysis of unmatched addresses

## Common address component abbreviations

### Non-address data in address lines

Check that 'care of' names, company names or job titles don't spill over to the address lines. This information may either cause confusion and may result in no match, or may be incorrectly recognised as an address field.

Incorrect:	Correct:
Australia Post Headquarters 321 Exhibition St MELBOURNE Vic 3000	Australia Post Headquarters 321 Exhibition St MELBOURNE VIC 3000

This non-address text (e.g. Headquarters) should be stored in a separate field other than an address field. For smaller batch runs, it may be more productive to have a quick view of the data prior to the Batch run.

### Unusual line break points

Type the address in the usual format that you would write it on an envelope. Avoid unusual line break points, such as the example below. Refer to the Australia Post Address Presentation Standards Booklet for more information.

Incorrect:	Correct:
Unit 6 10 Smith Street NEUTRAL BAY NSW 2055	6/10 Smith Street NEUTRAL BAY NSW 2055
Incorrect:	Correct:
5 Wattle Gr South YUNDERUP WA 6208	5 Wattle Gr YUNDERUP SOUTH WA 6208

### Floor/Level

Similarly, some addresses require a Floor/Level and number. The Floor Level Types of 'Floor' and 'Level' are considered interchangeable and require a number e.g. Floor 7. All other Floor Level Types such as Ground, Basement, and Mezzanine are considered as unique, and a number is optional.

FLOOR/LEVEL TYPE	ABBREVIATION
BASEMENT	B
FLOOR	FL
GROUND FLOOR	G
LEVEL	L
LOWER GROUND FLOOR	LG
MEZZANINE	M
UPPER GROUND FLOOR	UG



## Undertaking analysis of unmatched addresses

## Common address component abbreviations

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Incorrect:	Correct:
Australia Post Headquarters 321 Exhibition St MELBOURNE Vic 3000	Australia Post Headquarters 321 Exhibition St MELBOURNE VIC 3000

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5 Wattle Gr South YUNDERUP WA 6208	5 Wattle Gr YUNDERUP SOUTH WA 6208

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FLOOR/LEVEL TYPE	ABBREVIATION
BASEMENT	B
FLOOR	FL
GROUND FLOOR	G
LEVEL	L
LOWER GROUND FLOOR	LG
MEZZANINE	M
UPPER GROUND FLOOR	UG







## Common address component abbreviations

### Sub-unit (Flat/Unit Type)

Some addresses, such as Flat, Office, Suite, Shop, require a Sub-unit Type and Number, e.g. Suite 3 18 Jones St.

Flat, Unit, Apartment and '/' are considered interchangeable.

All other Flat/Unit types such as Suite, Shop and Office are considered unique.

FLAT/UNIT TYPE	ABBREVIATION
APARTMENT	APT
FACTORY	FY
FLAT	F
HOUSE	HSE
OFFICE	OFF
PENTHOUSE	PTHS
ROOM	RM
SHOP	SHOP
STUDIO	STU
SUITE	SE
TOWNHOUSE	TNHS
UNIT	U
WAREHOUSE	WE



## Undertaking analysis of unmatched addresses

### Correct use of symbols

- The Slash '/': This symbol is interpreted as signifying an address that includes a Flat or Unit Number only. It cannot be used to signify a Floor or Level, e.g. 2/100 Smith St can only be used for Flat or Unit 2/100 Smith St.
- The Dash '-': This symbol is interpreted as signifying an address that includes a number range and is therefore classified as a Ranged Address. It should include the range of applicable numbers, separated by a dash with no space between numbers e.g. 3-7. The dash cannot be used for Flat, Unit, Floor or Level numbers e.g. Unit 3-7 Main Street is incorrect and will not result in a match for Unit 3, 7 Main Street. However, 3/7 Main Street would be matched.

### Remove punctuation

Removing punctuation can assist in the matching process: e.g. the full stops and commas in R.M.B and P.O.

### Lot numbers

Lot numbers should not be combined with a house (Street) number.

### Postal delivery types that require numbers

With the exception of Care of Post Office, Community Mail Agent, Community Postal Agent, and Community Mail Bag, all Postal Delivery Types must have an associated number for a match to occur. e.g. PO Box 112.



## Common address component abbreviations

### Sub-unit (Flat/Unit Type)

Some addresses, such as Flat, Office, Suite, Shop, require a Sub-unit Type and Number, e.g. Suite 3 18 Jones St.

Flat, Unit, Apartment and '/' are considered interchangeable.

All other Flat/Unit types such as Suite, Shop and Office are considered unique.

FLAT/UNIT TYPE	ABBREVIATION
APARTMENT	APT
FACTORY	FY
FLAT	F
HOUSE	HSE
OFFICE	OFF
PENTHOUSE	PTHS
ROOM	RM
SHOP	SHOP
STUDIO	STU
SUITE	SE
TOWNHOUSE	TNHS
UNIT	U
WAREHOUSE	WE



## Undertaking analysis of unmatched addresses

### Correct use of symbols

- The Slash '/': This symbol is interpreted as signifying an address that includes a Flat or Unit Number only. It cannot be used to signify a Floor or Level, e.g. 2/100 Smith St can only be used for Flat or Unit 2/100 Smith St.
- The Dash '-': This symbol is interpreted as signifying an address that includes a number range and is therefore classified as a Ranged Address. It should include the range of applicable numbers, separated by a dash with no space between numbers e.g. 3-7. The dash cannot be used for Flat, Unit, Floor or Level numbers e.g. Unit 3-7 Main Street is incorrect and will not result in a match for Unit 3, 7 Main Street. However, 3/7 Main Street would be matched.

### Remove punctuation

Removing punctuation can assist in the matching process: e.g. the full stops and commas in R.M.B and P.O.

### Lot numbers

Lot numbers should not be combined with a house (Street) number.

### Postal delivery types that require numbers

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## Undertaking analysis of unmatched addresses

### Rural addresses

Use RMB or RSD numbers rather than rural property names. The property name and/or road name may appear as additional information before the Address Lines as this helps the delivery of the mail piece.

### Road names may appear above the RMB or RSD

Incorrect:

Harry's Place  
RMB 4600 Lakes Road  
EUROA VIC 3664

Correct:

Harry's Place  
Lakes Road  
RMB 4600  
EUROA VIC 3664

### Presentation of 'Care Of' addresses

'Care Of' is considered additional information and should not be included in the Address Lines. It may appear above the Address Lines.

### Address using 'Corner' or 'Via'

Do not use Corner or Via, as they are not recognised as valid address components.



## Common address component abbreviations

The PAF contains a number of abbreviations for Flat/Unit Type, Floor/Level Types, Street Type and Street Type Suffix. For example CRT is not a recognised abbreviation for Court, whereas CT is a recognised abbreviation. FL is an abbreviation for Floor/Level but not Flat. The abbreviations contained within the PAF are those that are issued by Standards Australia AS4590.

According to the Australia Post Address Presentation Standards, it is recommended to spell out Flat, Unit, Floor/Level Types in full.

As well as the standard abbreviations, the PAF contains common non-standard abbreviations. AMAS software is able to recognise many of these abbreviations and automatically change them to the standard abbreviation contained within PAF.



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